



GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Parks and Recreation

Permit Application Form

Form 1: General Use

DPR Permit Office

3149 16th Street, NW • First Floor • Washington, DC 20010

Telephone: (202) 673-7449 • Fax: (202) 671-2852 • Web: dpr.dc.gov



PLEASE ALLOW 3 TO 5 BUSINESS DAYS FOR PROCESSING. THIS APPLICATION IS NOT FOR THE NATIONAL PARK SERVICE PICNIC GROVE OR VOLLEYBALL COURT. APPLICANTS MUST SUBMIT APPLICATION IN PERSON OR FAX THE APPLICATION TO THE ADDRESS STATED ABOVE. PERMITS ARE NOT VALID UNTIL THE PERMIT NOTICE IS ISSUED AND ANY AND ALL FEES HAVE BEEN PAID IN FULL. APPLICANTS MUST HAVE THE PERMIT ON SITE WITH THEM DURING THE PERMIT HOURS.

FOR OFFICIAL USE ONLY:

Approved: YES NO
Payment: RECEIVED NOT RECEIVED

Permit Number:

Applicant Information - Applicant must be on site during permit hours

Name		Organization (if applicable)		Non-Profit Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address				DC Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City		State		Zip	
Home Phone		Cell Phone		Email	

Event Information

Facility Requested		Activity			
Date(s)	Day(s) of Week		Start Time	End Time	
Facility Type <input type="checkbox"/> Multipurpose Room <input type="checkbox"/> Gymnasium <input type="checkbox"/> Pool Lanes Qnt: _____ <input type="checkbox"/> Volleyball Court <input type="checkbox"/> Park Site <input type="checkbox"/> Tennis Courts Qnt: _____ <input type="checkbox"/> Public Address (PA) System <input type="checkbox"/> Showmobile <input type="checkbox"/> Platform Risers Qnt: _____ <input type="checkbox"/> Other: _____					
Accommodations					
Will food be served at the event?		YES	NO	Anticipated number of participants: _____	
Will the event require portable toilets?		YES	NO	Will the event be insured? YES NO	
Is this for a special event?		YES	NO	(required for events with over 250 participants)	
Describe the event setup: _____ _____					

THE UNDERSIGNED APPLICANT TO WHOM A PERMIT IS ISSUED SHALL BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY SUSTAINED BY ANY PERSON BY REASON OF THE NEGLIGENCE OF THE PERSON OR PERSONS INVOLVED IN THE PERMITTED ACTIVITY. THE APPLICANT FURTHER AGREES TO COMPLY WITH ALL RULES AND LAWS AS DEFINED BY THE DEPARTMENT OF PARKS AND RECREATION AND THE DISTRICT OF COLUMBIA RESPECTFULLY.

Applicant's Name (Please Print)

Date

Applicant's Signature

_____ Permit Officer	_____ Date
_____ Site Manager	_____ Date
_____ Ward Manager / Program Director	_____ Date

DPR Policies and Rules

Payment Policy:

All checks or money orders should be made payable to "DC Treasurer." To pay by credit card contact the Permit Office at (202) 673-7449.

DPR Rules and Regulations:

1. Permits are applicable only for the areas designated on the permits. Director of DC Parks and Recreation (DPR) and National Park Service (NPS) reserve the right to verify all permits at any event. The permit must be onsite during the event.
2. Any outdoor event with an expected attendance of 50 people or more requires rental of portable toilets (1 toilet per every 75 people). If an applicant is issued a notice that a site does not have restroom facilities or that a site is closed, the applicant must supply their own portable toilets. Therefore, copies of contracts for portable toilets must be submitted to the DPR prior to the issuance of a permit. It is unlawful for any person to spit, urinate or defecate in any property or facility, except for established locations specifically designed for such purposes.
3. Permits are non-transferable and cannot be sold or resold. Any violation of this provision will result in revocation of all permits issued to the permit holder.
4. DPR, the US Park Rangers, or the US Park Police retains the right to revoke any permit without prior notice for reasons of public safety or damage to property. DPR retains the right to temporarily suspend a permit, or to change the permit location. DPR will make reasonable efforts to provide alternate locations.
5. Should an event not take place due to inclement weather conditions or unforeseen act, a credit will be issued for one rain date during the current permitting period of the calendar year. The rain date will be dependent on space availability or an alternate location may be negotiated. No refunds will be given. The Weather Hotline is (202) 673-7680.
6. Should an applicant cancel an event for any reason, a letter of cancellation must be submitted. There will be a nominal processing fee associated with each cancellation. Cancellations with 30 days or more advanced notice will receive a 75% refund. Cancellation less than 30 days prior to the event will result in no refund.
7. Moderate amplification is allowed on DPR properties. However, sound levels must not exceed 78 decibels (by order of city regulations). Amplification equipment is not allowed on Federally owned lands (NPS Property).
8. The use of illegal substances: alcohol, explosives, firecrackers, firearms or weapons on District of Columbia property is prohibited by the District of Columbia Municipal Regulations and the District of Columbia Code.
9. No person shall kindle, build, maintain, or use a fire in any place, portable receptacle, or grill except in cases where authorization is given by the DPR. Ground camp-fires are not allowed in any DC Parks and Recreation property. If a fire is kindled and contained in a portable receptacle grill, it must be continuously under the care and direction of a competent person over eighteen (18) years of age, from the time it is kindled until it is extinguished. No such fires shall be within ten feet of any building, tree, or underbrush or beneath the branches of any tree.
10. It is a violation to engage in disorderly behavior in any DC Parks and Recreation property. The permit holder is responsible for the conduct of anyone in attendance at the permitted event and will be liable for damages to persons or property arising from such conduct.
11. Neither the District of Columbia Government nor DPR will assume responsibility for claims of personal injury or damage to public or private property arising from the use of DPR facility/park premises during the period of use under permits.
12. It is a violation to post, display, affix, distribute, construct in, on, or above the surface of any DPR property without prior approval from the DPR's Director.
13. Vehicles are not to be driven or parked on park grounds, only in designated public parking areas. Violation of this stipulation will result in a citation by the Metropolitan Police Department.